

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **AGING SERVICES SUPERVISOR**

Jurisdictional Class: **Competitive**
Date Adopted: **4/16/84 as Coordinator of Services for the Aging**
Date Revised: **12/16/97; 05/21/04**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **13**

DISTINGUISHING FEATURES OF THE CLASS: An Aging Services Supervisor supervises one or more programs operated by the Office for the Aging. The incumbent works under general supervision of the Director of the Office for the Aging and has considerable latitude and independence in performance of his or her duties, assisting the Director in planning, program analysis and management. The Aging Services Supervisor supervises program and support personnel who may include volunteers and contract staff as well as county employees. Incumbents insure that the goals and objectives of programs in their charge are met and services provided in a safe, timely and efficient manner in compliance with all legal, county, agency and program requirements and policies. An Aging Services Supervisor may be responsible for training personnel, and may be in operational charge of the agency when the Director is absent. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists the Director in planning and operating programs to serve the aging; developing and modifying agency Budget, and recruiting, training, and supervising personnel;
Supervises the operation of assigned programs;
Prepares grant applications and, with assistance of counsel, drafts contracts and funding agreements;
Prepares work schedules and assignments and reviews and supervises the work of subordinates;
Conducts surveys and compiles demographic, fiscal and other data, analyzes the data, prepares a variety of Reports, and makes program recommendations to the Director;
Evaluates programs and recommends changes;
Investigates and resolves complaints and performs marketing, publicity and public relations functions for the agency;
Provides technical assistance to municipal and community agencies concerned with programs and services for the aging;
Represents agency before boards, committees and other agencies and participates in or leads multi-agency projects;
May have temporary custody of funds and make bank deposits;
May directly assist clients.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the characteristics, needs, and interests of the aging, community agencies, facilities and services; working knowledge of public relations techniques; ability to plan and supervise the work of others, organize and communicate clearly and effectively both verbally and in writing; initiative, tact, courtesy, integrity.

MINIMUM QUALIFICATIONS:

- (A) A Bachelor's degree from an accredited college or university and one year supervisory experience in a government social or aging services agency; **OR**
- (B) An Associate's degree from an accredited college and three (3) years' experience in a government social or aging services agency, at least one (1) of which is in a supervisory capacity; **OR**

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- (C) A high school diploma or equivalency and five (5) years' experience in a government social or aging services agency, at least one (1) of which is in a supervisory capacity; **OR**
- (D) An equivalent combination of education and experience as defined by the limits of (A) through (C) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

NOTE: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.